

Small Grant Program

Application Form

Note to the applicant:

Thank you for your interest in the US Embassy Prague Small Grants Program. In order to give each application a fair review, we need to ask that you keep a few factors in mind:

- **Be Brief:** Please limit your responses to as few words as possible. Time restrictions don't allow the committee to spend a lot of time with each application. We need to ask that you limit your entries in this application to only the most relevant information for this specific project for which you are submitting an application.
- **English counts:** Your application will be reviewed by Czech and English speakers. It is important that the quality of the English language be good so that the committee can give your idea a fair review. Only applications submitted in English will be reviewed.
- **Be concrete:** In order to give your project an advantage, be very clear about what you want to do and why.*

**Tip from the Embassy: No matter if you writing in English or in Czech (and then translating to English) it is important that your idea is clear and easy to understand. When you have finished the application, give it to a friend not related to the project (a family member, a friend in a different field). Ask them to read the document and then explain the project to you. If your friend can't explain the project after reading your application, ask for feedback on how to make the document clearer. Sometimes experts in one field assume that everyone understands technical terms or important background topics. Remember: not all committee members have a back ground in NGO management.*

Project Data

Ref	Applicant Information	
1	Legal name of applicant in Czech*	Not all applicants have a legal name in both languages. Please only complete this line if it is applicable to you.
2	Legal name of applicant in English*	Not all applicants have a legal name in both languages. Please only complete this line if it is applicable to you.
3	Name of project in Czech*	Not all applicants have a project name in both languages. Please only complete this line if it is applicable to you.
4	Name of the project in English*	Not all applicants have a project name in both languages. Please only complete this line if it is applicable to you.
5	Legal seat of applicant (street address, city, state, country)	If you are applying as an individual, please list an address from which you are based. If you are an organization, please give the legal seat of the organization.

6	Legal registration number of applicant (ICO) or write individual	If you are an organization based in the Czech Republic, please enter your ICO here. If you are an individual or an organization not based in the Czech Republic, please leave this blank.
7	Website of applicant	Leave blank if you do not have a website.
8	Status of applicant	If you are a Czech organization please enter your legal status (<i>spolek, etc.</i>). If you are not based in the Czech Republic, please enter your legal status (non-profit) in your home country. Individuals enter "individual."
9	Year applicant was founded	What is your legal date of opening operations? Organizations only.
10	Name of contact person	Who should we contact for an immediate response if we have questions about your application?
11	E-mail address of contact person	Please give the current e-mail address.
12	Phone number of contact person	Please give the current phone contact information.
Previous US Government/ Embassy support (only if applicable and most recent)		
13	Funding 1: Include project name, amount, implementation dates	If you have received funding from the US Embassy Prague in the past, it is important to list the three most recent cases of this support. Please make sure to include: <ol style="list-style-type: none"> 1. Project Name 2. Amount received 3. Implementation Dates Enter all of this information for all three projects.
14	Funding 2: Include project name, amount, implementation dates	If you have received other non-Prague Embassy US Government funding in the past that you think make your application strong, please feel free to enter that information in this space. Please limit the entry to: <ol style="list-style-type: none"> 1. Name of US Government Agency 2. Project Name 3. Amount received 4. Implementation Dates
15	Funding 3: Include project name, amount, implementation dates	See instructions above and complete only if you have three cases of previous US Embassy Prague or US government funding.
Project Information		
16	Implementation dates of project being submitted for funding	Please indicate a specific start and ending date
17	Location of project implementation	Where exact will this project take place? Please indicate venues if you know them in advance.
18	Target Audience and composition (age, gender, occupation)	Who are you designing this project to reach? This is an important factor that the committee looks at when deciding on funding. Below, please find a

		<p>sample response:</p> <p>NGO Seminar Example 20 regional NGOs with seats in Brno and the surrounding area. Each NGO will send 2 representatives = 40 participants in total.</p> <p><i>Tip from the Embassy: The 'general public' is not a good response. Each applicant should have a specific target audience in mind when they write an application. Tell the committee who exactly you are designing a project for to make your application more competitive.</i></p>
19	Total project budget	<p>What is the total budget of your project? Combine the Embassy support with all other donors. How much will your project cost total to implement?</p> <p>You may enter an amount in CZK or in USD, but please make sure that the number here corresponds to the budget you will submit.</p>
20	Amount being requested from US Embassy Prague	<p>How much partial support are you requesting from the Embassy Prague with this application?</p>
21	Percentage of total budget being requested from US Embassy	<p>Here is a simple formula to determine your percentage: Amount requested from the US Embassy X 100 / Total project budget = %</p> <p>Embassy Request: USD 1,000 Total project budget: USD 4,500 USD 1,000 * 100 / USD 4,500 = 22%</p>
22	Date of Application Submission	<p>What date will you submit the application via email?</p>

Project Context

Organization Background 1,500 characters	Please limit to highlights and include information relevant to the proposed project
<p>In this section we are looking for highlights from your past (the past of the organization) that relate directly to the application you are submitting.</p> <p>Please use the character counter and limit your response to approximately 1,500 characters. You will not be penalized for going over the limit, but please try to be brief. The key to success is to be clear and brief and make a strong point about why you are qualified to implement the project you are proposing.</p>	

Project Background 1,500 characters	What is your motivation or justification for proposing this project?
<p>This is the area where you can explain the gap that your project will meet or the problem that it will address. Please explain why you have been motivated to develop this project.</p> <p>Please use the character counter and limit your response to approximately 1,500 characters. You will not be penalized for going over the limit, but please try to be brief. The key to success is to be clear and brief and make a strong point about why you are qualified to implement the project you are proposing.</p>	
Project Outcome 1,500 characters	What results/ outcomes do you hope to achieve with the proposed project?
<p>What is the big picture outcome of your project? When everything is done and all activities have been carried out, what will have changed? What will be the result of the project specifically for the target audience that you defined in the project data section?</p> <p>Please use the character counter and limit your response to approximately 1,500 characters. You will not be penalized for going over the limit, but please try to be brief. The key to success is to be clear and brief and make a strong point about why you are qualified to implement the project you are proposing.</p>	
Project Team	Specifically, who will be involved with organizing this project? Please provide names and brief outline of experience/ qualifications
<p>Who is responsible for implementing this project in your organization or who will assist you if you are an individual?</p> <p>Explain to the committee who will be the person running the project and what relevant experience they have to make the project successful. Please limit your response to a few lines about each person. There is no need to enter non-relevant, extra information in this section.</p>	

Project Description

Note to the applicant: In this section, you will explain in brief, bullet points what exactly you will do. Please limit this to action points and do not include detail about justification or outcome. The reader should be able to orient to the table in a few minutes and understand exactly what action you will take if you are awarded a grant.

- **Goal:** What is the ‘big picture’ reason that you are organizing your project? What big issue do you hope that your project will address?
- **Objective:** What is the specific ‘small picture’ outcome of this project? What exactly are you going to achieve? This is a section where you can ask if your objective is SMART (Specific, Measurable, Achievable, Realistic, Time-sensitive).
- **Activities:** this could be restating action-by-action the results you hope to achieve in your Objective. Each action should have start and finish, and be tied to a date and a location.

Example 1

American animated film maker will attend a film festival of animated film in Olomouc in September

GOAL	To highlight new movements in US independent animation and look for Central European parallels		
Objective 1	To screen five short films in the Prague Modern Animation Film festival and hold master classes with expert John Black		
Activity 1.1	Screening of five animated films during festival	Location/ date	Olomouc, various cinemas/ 1-10 September
Activity 1.2	Panel discussion with John Black	Location/ date	Palacky University/ 3 September
Activity 1.3	Master class with John Black	Location/ date	Palacky University/ 7 September

Example 2

A conference that will use an American expert to apply best practice American modern teaching methods in Prague in March

GOAL	To explore advances in American education reform and look for lessons that can be used in the Czech Republic		
Objective 1	To have one US delegate (John Black) participate in a three-day conference on education reform in the Czech Republic		
Activity 1.1	4 preparation roundtables (John Black via Skype)	Location/ date	Prague/ Jan 5, Jan 20, Feb 1, Feb 10
Activity 1.2	John Black opening address at three-day event	Location/ date	Prague/ March 10
Activity 1.3	John Black participation in conference working group	Location/ date	Prague/ March 10-13

Revised June 1, 2015